



<b>Title</b> Programs Assistant	<b>Department</b> FCSP Rural Programs SAR/NAR
<b>Reports to</b> Director of Compliance	<b>FLSA Class</b> Non-Exempt
<b>Supervises others</b> No	<b>Location</b> Phoenix
<b><u>SHIFT:</u></b> Typical schedule: Monday to Friday during office hours	
<b><u>POSITION SUMMARY:</u></b> The Programs Assistant provides administrative program support to the rural Foster Care Support Program and gathers data necessary for compliance reporting.	
<b><u>ESSENTIAL FUNCTIONS:</u></b> <ol style="list-style-type: none"> <li>1. Sends upcoming and past due expirations from eR for all NAR &amp; SAR areas.</li> <li>2. Prepares and sends renewal letters to foster families.</li> <li>3. Collaborates with Compliance department on quarterly audits.</li> <li>4. Tracks OLR submissions, AIRs, resubmissions and reports to the FCSP Supervisor and Director.</li> <li>5. Contacts families regarding upcoming expirations (FCC, vehicle insurance, registration, rabies, etc.).</li> <li>6. Monitors shared documents mailbox.</li> <li>7. Conducts monthly home visit reviews and reports to program supervisors.</li> <li>8. Oversees Mail Chimp for Rural families.</li> <li>9. Completes initial uploads within 10 business days of receipt of documentation.</li> <li>10. Assists with uploads in the electronic database as needed and requested.</li> <li>11. Completes eR inbox filing upon employee separation.</li> <li>12. Acts as back-up to Maricopa County Programs Assistant as needed.</li> </ol>	
<b><u>MARGINAL FUNCTIONS:</u></b> <ol style="list-style-type: none"> <li>1. Other duties as assigned, verbally or in written form.</li> </ol>	
<b><u>MINIMUM QUALIFICATIONS:</u></b> <ol style="list-style-type: none"> <li>1. High School Diploma Required</li> <li>2. AA Degree in Business Administration or equivalent preferred with 2 years of experience in office administration.</li> <li>3. Must be able to pass a DCS Clearance with no substantiated reports.</li> <li>4. When required, the ability to pass a criminal background clearance check, drug screen, and if requested a physical exam.</li> <li>5. Must be able to maintain a high level of confidentiality.</li> </ol>	
<b><u>KNOWLEDGE</u></b> <ol style="list-style-type: none"> <li>1. Strong knowledge of overall company operations and policies and procedures.</li> </ol>	
<b><u>SKILLS</u></b> <ol style="list-style-type: none"> <li>1. Demonstrated ability to manage multiple people and projects.</li> <li>2. Ability to function independently and as a member of a team in a multi-task environment.</li> <li>3. Must have excellent oral and written communication skills.</li> <li>4. Must have excellent organization and time management skills.</li> <li>5. Proficient in the use of computers and associated software.</li> </ol>	
<b><u>PERSONALITY/OTHER</u></b> <ol style="list-style-type: none"> <li>1. Ability to build and maintain positive internal and external relationships.</li> <li>2. Ability to provide exemplary customer service to all employees and outside constituents.</li> </ol>	

